

Fund for the Improvement of Postsecondary Education (FIPSE)

Directorate General for Education and Culture (DG EAC)

**European Community-United States of America Cooperation Program
in Higher Education and Vocational Education and Training**

2004 Guidelines and Application Materials

**U.S. Department of Education
European Commission**

**Application Due Date:
April 23, 2004**

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Guidelines and Application Materials

The European Community-United States of America Cooperation Program in Higher Education and Vocational Education and Training (EC-US Program) aims primarily at promoting understanding between the peoples of the European Community and the United States of America and improving the quality of their human resource development.

The EC-US Program, through the present grant competition, will support innovative, multilateral, student-centered projects with the potential to stimulate substantive and long-lasting structural and curricular transatlantic cooperation in higher education and vocational education and training. It may also support international education projects that give rise to new forms of cooperation between the United States and the European Community.

The possibility of European Community-United States cooperation in education and training was envisioned in the Transatlantic Declaration on EC-US Relations adopted in November 1990. In 1993, a two-year exploratory phase of cooperation was launched and the experience gained during this period provided the basis for a formal EC-US Cooperation Agreement signed in June 1995. Under the first five-year Agreement (1995-2000) a total of 53 transatlantic consortia were funded involving over 400 European and United States institutions of higher education and vocational education and training. More than 4000 U.S. and EC students were involved with these consortia projects.

1. What are the Program objectives?

In December 2000 the governments of the United States and the European Union renewed the Agreement until 2005 to fund projects focusing on international curriculum development and student mobility, with a greater emphasis on vocational education and training, and on language training.

The objectives of the EC-US Program are to:

1. promote mutual understanding between the peoples of the European Community and the United States of America, including broader knowledge of their languages, cultures and institutions;
2. improve the quality of human resource development in both the European Community and the United States of America, including the acquisition of skills required to meet the challenges of the global knowledge-based economy;
3. encourage an innovative and sustainable range of student-centered higher education and vocational education and training cooperative activities between the different regions in the European Community and in the United States of America that have a durable impact;
4. improve the quality of transatlantic student mobility by promoting transparency, mutual recognition of periods of study and training, and, where appropriate, portability of credits;
5. encourage the exchange of expertise in e-learning and in open and distance learning and their effective use to broaden program impact;
6. promote or enhance partnerships among higher education and vocational education and

training institutions, professional associations, public authorities, private sector and other associations as appropriate in both the European Community and the United States;

7. reinforce a European Community and United States dimension to transatlantic cooperation in higher education and vocational education and training; and
8. complement relevant bilateral programs between the Member States of the European Community and the United States as well as other European Community and United States programs and initiatives.

2. What are the Program actions?

The five-year agreement signed in December 2000 between the governments of the United States and the European Union specifies four “actions” or means to accomplish the objectives listed above:

Consortia Implementation Projects. The EC-US Program fosters institutional partnerships through three-year consortia implementation projects. Students benefit from having an international curriculum and cultural dimension added to their studies through a combination of curricular innovation and study or training abroad.

Consortia Preparatory Projects. Grants for one-year consortia preparatory projects provide initial opportunities for developing and planning international cooperation. It is limited to institutions that have little or no international education experience.

Complementary Activities. Grants for two years of complementary activities are designed to support the overall purpose of international curriculum development.

Fulbright-European Union Program. These guidelines provide only the address where information on scholarships for students and scholars may be found. For the Web site address see section 12.

3. Who is eligible for funding and what is the minimum number of partners in a project?

The EC-US Program is based on the development of a consortium of higher education and vocational education and training institutions or organizations in the fifteen Member States of the European Community (Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden, and the United Kingdom), in the ten acceding Member States scheduled to join on May 1, 2004 (Cyprus, the Czech Republic, Estonia, Hungary, Latvia, Malta, Poland, the Slovak Republic, and Slovenia), and in the United States. Membership may involve higher education or vocational education and training institutions and organizations including industry and business groups, non-governmental organizations, publishers, government departments, chambers of commerce, and research institutes.

For the purpose of this program:

“higher education institution” means any establishment according to the applicable laws or practices which offers qualifications or diplomas at the higher education level, whatever such establishment may be called;

“vocational education and training institution” means any type of public, semi-public or private body, which, irrespective of the designation given to it, in accordance with the applicable laws and practices, designs or undertakes vocational education or training, further vocational training, refresher vocational training or retraining; and

“students” means all those persons following learning or training courses or programs that are run by higher education or vocational education and training institutions.

All consortia in the EC-US Program must have a minimum of three higher education or vocational education and training institutions or organizations as partners on each side from at least three different Member States of the European Community and three different states in the United States.

All consortia must have a non-profit lead institution or organization in the European Community and in the United States responsible for submitting the common proposal, for coordinating the project, and for grant management and fiscal control. In all projects for-profit partners may represent business and industry groups and may help give your project the national and international visibility necessary for it to succeed beyond the funding period. These organizations may collaborate to offer internships or may offer professional advice and expertise.

Make sure that all of your partners intend to participate fully in the project and show strong support for the idea and plan in their letters of endorsement. We recommend parity in the number of entities from the EC and U.S. involved in each consortium. You may create new partnerships or build on existing international or domestic linkages. Projects, however, must be new; you should not simply duplicate or extend existing activities. FIPSE and DG EAC give high priority to ensuring broad institutional participation in the program.

If you have questions about the eligibility of a partner institution or organization, contact a FIPSE program officer or DG EAC administrator prior to submitting an application.

4. Who administers the EC-US Program?

The EC-US Program is administered jointly by the European Commission’s Directorate General for Education and Culture (DG EAC) and the U.S. Department of Education’s Fund for the Improvement of Postsecondary Education (FIPSE). Applicants from the European Community and the United States must submit a common proposal to DG EAC and to FIPSE.

The EC and U.S. guidelines list common objectives, activities and grant formats that build strong inter-institutional collaborations for international consortia. **It is important to use the respective EC and U.S. application forms when completing and submitting the proposal.** European partners should read the guidelines and forms published by DG EAC in the official languages of the European Union and available at <http://europa.eu.int/comm/education/ec-usa/usa.html>. The U.S. guidelines and forms are available at www.ed.gov/FIPSE. A full list of addresses where the EC and U.S. guidelines are available is in section 9.

5. What types of activities may be supported under different project formats?

FIPSE and DG EAC will fund projects in three formats: three-year consortia implementation projects; one-year consortia preparatory projects; and two-year complementary activities. It is expected that most proposals will be for three-year implementation projects. Only a small number of preparatory projects and

complementary activities will be funded. The activities for all EC-US projects should aim to implement an innovative “United States-European Community” approach to education and training.

5.1. Consortia Implementation Projects

Consortia implementation projects are funded for three years and comprise two phases. The first year is a preparatory phase that focuses on securing formal memoranda or agreements for credit recognition and/or transfer, and fees and tuition waivers. Additional first-year discussions should focus on curriculum development, language training, evaluation, and issues such as visa requirements, recruitment, and student services. At the end of the first year project participants must submit signed memoranda on tuition and credit recognition. U.S. participants must also submit a plan for evaluation, and a plan for language and culture training. The second phase, consisting of years two and three of the project, centers on student mobility, language learning, and continued curricular development and evaluation.

Consortia implementation projects should be sustainable beyond the funding period. An important aspect of every project is the dissemination of products, outcomes, and results. Strategies for sustainability and dissemination should be incorporated in every proposal.

Consortia Implementation proposals submitted to FIPSE and DG EAC must address the following four components: curriculum development, language preparation, student mobility, and evaluation.

1. Development and dissemination of innovative international curricula

Your proposal must address an important international curricular problem or challenge and describe a specific EC-US educational strategy to address that. For example, your proposal should indicate how your project implements a new educational program or improves current practice to prepare students for work in an international context. You should describe the program of study in terms of the teaching materials, courses, methods, and modules that students might typically take at both the home and the host institution. You may wish to develop an implementation plan for e-learning and for open and distance learning technologies to enhance intra-project communication, curriculum development, teaching and learning, and preparation for student mobility between the U.S. and the EU. Further, new technologies can be used to expand access to the project. You may wish to give students at participating institutions access to course materials that are part of the shared program of study established by the consortia.

You should indicate whether the proposed curriculum is based on existing programs of study offered at partner institutions or will involve new programs of study that are to be developed by the consortium – or both. Your proposal must address how the students' experience abroad will be integrated into existing academic or training programs prior to and following study abroad.

2. Development of language and cultural preparation and assessment

Since a key objective of this program is to encourage and enable students to experience an academic, cultural, and linguistic milieu different from their own, you must clearly address the cultural and linguistic instruction you plan to give students before, during, and after their study abroad. A formal plan must be submitted at the end of the first year.

Describe what institutional and other resources will be used to prepare students to study abroad within the framework of the program. Explain how the language stipends will be used. An example might be how your foreign language departments will play a role in training departing students in a European language even if they do not have such a language program. Will students use their language stipends at the home or host institution or both? How will you assess if students are ready for instruction in English or an EC language? Discuss how you will ensure that students visiting EC institutions will have adequate language instruction on site. Likewise, you should discuss how students visiting U.S. institutions would receive help with the improvement of English if they need it.

Please note that applications proposing international programs of study with no provision for language training and cultural preparation will be considered less competitive. Language proficiency and cultural study prior to and during the study abroad period is key to a student's integration in the academic and training culture of the host institution and country.

3. Development of organizational frameworks for student mobility

Experience shows that projects work best if they target advanced undergraduate students at higher education or vocational education and training institutions (two- or four-year colleges) or graduate students in their second or third years. This arrangement allows for planning and recruitment for study abroad well before student departure to the overseas partner institutions. It also allows for adequate foreign language training for students and gives students more time to plan for their trip. Participation in these programs should not prolong time to degree or certificate completion. Your proposal should explain the following components for successful student mobility:

Student mobility. You should indicate how many students you intend to send to Europe and how many you intend to receive here in the United States. The minimum number of U.S. students per consortium involved in study abroad is 21 over the life of the project. Requests for sending and receiving additional students must be carefully detailed. Consortium projects must plan for student mobility among all partner institutions.

Length of study abroad. The length of time a student spends abroad in study or training is closely related to the greater acquisition of skills and knowledge needed to prepare for a global workforce. For four-year or graduate institutions competitive applications implement a study abroad period of one semester or the equivalent academic unit. In all cases the study abroad period cannot be shorter than three months. Institutions that offer vocational education or training programs are encouraged to include a study abroad of at least three months but may apply for one that focuses on a shorter intensive program of no less than three weeks. However, such a short-term study abroad must be part of and be fully integrated into a program of study or training that is at least three months long or an equivalent academic term.

Work placements and internships. If your project involves work or training experience, you should address how you will establish and organize student internships or work placements in the partner countries. This includes how long the internships or work placements will last and how they will conform to the applicable laws and regulations of the host country. You should explain who would supervise and evaluate such project activities. Competitive proposals should include the names and locations of participating industry, business, government, and non-government organizations in which you intend to place your students. You should also describe how students would build upon this experience upon their return and after their graduation.

Recruitment strategies. A major factor contributing to the success of consortia is a good plan for student recruitment. As mentioned above, you should strive to send advanced undergraduate students at higher education or vocational education and training institutions (two-year colleges or four-year colleges in the U.S.) or graduate students in their second or third years. Since language learning is a key component of this program, get students thinking about the program early and help guide students to make the proper language course choices to ensure that they can acquire an adequate level of proficiency.

Memoranda on tuition and fees. Students studying abroad will pay tuition and fees at their home institution and should incur no additional payments to the host institution. This includes tuition and fees for registration, examinations, library and laboratories. You must submit signed memoranda of understanding or agreements on tuition prior to the exchange of students. Both DG EAC and FIPSE require this as part of the initial reporting requirements.

Memoranda on recognition or transfer of academic credit. Recognition or transfer of credit for periods of study and training is a crucial component in successful organizational frameworks. In order to assure that students do not increase the length of their program of study, you must secure administrative assurances from the home institutions so that the students' study or work abroad will be fully credited upon their return. You must secure formal agreements for credit recognition and protocols for study or work placement from all participating institutions. FIPSE and DG EAC include this as part of the initial reporting requirements in year one.

The reality of credit systems in the European Community and in the United States, as well as between the United States and Europe, is very complex. A European Credit Transfer System (ECTS) has been used in Europe for more than a decade and has been implemented successfully in several EC-US projects. We encourage you to consider using this system to facilitate credit recognition and transfer. DG EAC provides additional budget funds for an ECTS consultant to work with project participants. Information on this system can be obtained at <http://europa.eu.int/comm/education/socrates/ects.html>. A variety of approaches to credit recognition and transfer across borders may be found in the American Council on Education publication, *Where Credit is Due*. An electronic version of this publication is available from ACE at www.acenet.edu/bookstore/

If your project focuses on professional education or vocational training, you should discuss how your project might work with EC and U.S., state, and national professional associations and/or accrediting organizations to explore means for international quality assurance and certification. What are the challenges of transatlantic certification, licensure, or accreditation that your project touches on? What solutions are you proposing?

Student services. You should describe the student services each partner institution will provide to help students navigate these new programs. The purpose is to make certain that participating students are well supported for a foreign study experience and that they will be received in an appropriate manner at host institutions. You should include student service information in pre-departure orientation activities at the home institutions and arrival orientation activities at receiving institutions. You should also identify how returning students will be integrated into their home institutions following their international study experiences.

4. Development of an evaluation plan

Formative evaluation helps with project management, and a strong summative evaluation helps projects become models for other institutions and consortia to follow. You and your consortium must develop a detailed evaluation plan that states the goals and anticipated outcomes of your project and indicates what qualitative and quantitative indicators you will use to measure the success of your project. A formal evaluation plan must be submitted to FIPSE as part of the first performance report. U.S. applicants must include funds in the budget to support project evaluation throughout the life of the project. The FIPSE budget must include a minimum of \$3,000 in year one as part of a total of \$5,000 to \$7,000 for the life of the project.

5.2. Consortia Preparatory Projects

Consortia preparatory projects encourage innovation and promote wider access for institutions and organizations that have little or no experience in transatlantic cooperation and in international curriculum development. They are funded for one year to support faculty and staff development, including opportunities to teach abroad; develop new international curriculum; and discuss issues of credit recognition, language training, student mobility, and evaluation. Preparatory grants may be used to plan for an implementation project but not for complementary activities. Applications from institutions that have study abroad programs and offices of international education are generally not considered competitive for Preparatory Projects.

Preparatory Projects are independent of three-year consortia implementation projects and a successful application in this format does not guarantee a further three-year grant. It is expected that a one-year preparatory grant will include at least two meetings of the partners: one at the annual EC-US conference and another at a location selected by the partners. Each partner in the consortium must be identified and must submit letters of commitment from the respective administrations. Competitive proposals for one-year projects must include a plan of action that includes the following four activities:

1. Development and dissemination of innovative international curricula

Your proposal should outline a plan to discuss and explore a particular academic or vocational training program for international collaboration with an EC-US perspective. For example, your proposal should address how your consortium would plan to implement a new educational program or improve current practice to prepare students to work in an international context. You may wish to discuss how new distance learning technologies could enhance project communication, curriculum development, teaching and learning, and preparation of students between the United States and Europe. Also, you may want to survey the technological resources of each partner and see what and how each would contribute to a future project.

If your project will involve training or work experience, a preparatory grant may provide opportunities to visit industry and business partners to develop a structure for student apprenticeships or work placements. You may wish to discuss the length and type of apprenticeships or work placements and how these conform to the applicable laws and regulations of the host country. What are the challenges and how will you address them? If your project focuses on professional and vocational education and training, a one-year preparatory grant may provide you with opportunities to explore the impact and challenges of international quality assurance and certification.

2. Development of language training and cultural preparation

You should discuss and develop plans for cultural and language instruction. What resources are available in the consortium that could be used to prepare students to study abroad? How do you plan to assess whether students are ready for instruction in a language other than their own?

3. Development of organizational frameworks for student mobility

You should discuss plans for student mobility. How would studying abroad add to the proposed field of study through a multilateral approach and how do you believe students will benefit academically and professionally from such a perspective? You should discuss plans for length of study, recruitment strategies, tuition and fees, credit recognition, and student services.

4. Development of a project evaluation plan

You should include two evaluation plans—one that evaluates the activities of the preparatory year and another that outlines an evaluation plan for a future three-year grant. You and your consortium partners should clarify project goals and develop an evaluation plan based on qualitative and quantitative evidence. You should include funds to work with an independent evaluation consultant during the year.

5.3. Complementary Activities

Complementary activities may be independent or may be related to a consortia implementation grant. Activities are funded for two years on topics related to international cooperation in education and training that have potential benefits for a wider set of institutions beyond the original partners. Eligible activities may include, but are not limited to, comparative studies and analyses, print and electronic publications, language and content integration, dissemination and scale up, software and Web development, e-learning and open education, and infrastructure and resources development.

Although any topic may be submitted that increases a disciplinary or interdisciplinary knowledge base, DG EAC and FIPSE are particularly interested in supporting projects that focus on the improvement of international education curriculum and training in: 1) regulatory policy for trade and commerce; 2) differences and commonalities in law and legal theory; and 3) the improvement of the training of teachers in science and mathematics for primary and secondary schools.

DG EAC and FIPSE have previously funded complementary activities for a bilingual virtual student services model that enabled schools effectively to support English and Spanish-speaking students who seek access to online curricula. Another project brought together five prominent music-teaching institutions and organizations to compare expectations for student achievement and to consider options for a common international effort to advance music education quality. Still another project compared the educational preparation, training, skills, and occupational definitions of skilled employees in the United States and Denmark in information and communications technology companies. All projects resulted in publications and dissemination efforts that benefited a wide group of institutions and programs.

Proposed projects must include a timeline for project activities, an evaluation, and a plan for disseminating project results. Competitive proposals for complementary activities are those providing evidence of maximum impact for the future of transatlantic cooperation in education and training. Complementary activities do not include student mobility and language stipends but may include teaching exchanges in the U.S. budget.

You and your colleagues are strongly encouraged to discuss your ideas for complementary activities with a DG EAC administrator or a FIPSE program officer before applying for funding support. Competitive proposals should focus on the following four components:

1. Significance of the proposed complementary activities

Describe how your project is important to both the United States and the European Community. Explain how this project will enhance understanding about the proposed issue and how each of the participating U.S. and EC institutions and organizations contributes to the project.

2. Project Design

Describe in detail the nature and purpose of your proposed project. This should include a description of the collaborative activities to be carried out, the personnel who will execute these activities, and the intended results. Explain how this project will increase knowledge within a particular discipline or a group of disciplines. You will need to describe the role of the lead partners in the United States and Europe and how these will work with the partner institutions and organizations.

3. Development of activities and timeline

Describe what the consortium expects to accomplish on a two-year schedule. What skills and resources will each partner contribute to the project? How will the requested resources increase knowledge about issues important to the United States and the European Community?

4. Development of an evaluation plan

You and your partners should define your project goals and outline an evaluation plan based on quantitative and qualitative evidence. Up to \$5,000 for an independent evaluator must be included in the U.S. budget with at least \$3,000 in year one.

6. What is appropriate institutional commitment?

Successful international projects among institutions of higher education and vocational education and training need involvement at all levels of leadership. We suggest you introduce your idea early to your institutional or organizational leadership to ensure cooperation in developing this project. Experience in other international consortia has demonstrated clearly that early attention to institutional commitment is a key predictor of successful projects. Both FIPSE and DG EAC look for significant fiscal cost sharing in these seed-funding projects. For European applicants the total amount of funding granted by DG EAC may not exceed 75% of the approved budget.

It is expected in the U.S. application that the consortia partners make a significant financial commitment to the project. FIPSE does not specify a percentage or amount of cost sharing. Because the cost share is taken as an indication of institutional commitment, this may vary from institution to institution and from project to project.

Each EC and U.S. lead and partner institution and organization must include in the application a letter of endorsement from a senior academic or executive officer (e.g., rector, vice-chancellor, provost, dean, director, or president). These letters should indicate how the project fits within the international strategy of the institution or organization and how this project will complement that strategy.

Endorsement letters must indicate a commitment of personnel and resources to complete the project. The letters of the European institutions and organizations must indicate the amount of the financial contributions each institution is willing to make in support of total project costs. This may include the contributed costs of staff time. For implementation and preparatory projects the endorsement letters must indicate a willingness and intent to sign memoranda of understanding by the time of the first performance report.

7. What are the project funding amounts in the EC-US Program?

Grants in the EC-US Program provide for one, two, or three years of joint funding. The European Commission (DG EAC) will provide funding for the direct use of the European Community partners, and the U.S. Department of Education (FIPSE) will provide funding for the direct use of the United States partners. Awards are intended to provide seed funding for carrying out joint innovative projects that can, in most cases, be continued without ongoing program support. We anticipate that, pending availability of funds in Europe and in the United States, a total of 10-15 projects will be supported in FY 2004.

In all three formats—implementation, preparatory, or complementary activities--teachers, trainers, administrators, and other relevant specialists may participate in structured exchanges and teaching assignments. Such exchanges and assignments must be done within the consortium and be directly related to the project's focus. The FIPSE budget may include up to \$3,000 faculty stipends to support this activity. Such stipends should be used to attract additional faculty and staff beyond the original participants to take part in and aid the continuation and institutionalization of the project.

Consortia Implementation Projects. The total funding amount for a three-year project will be up to \$210,000 for the U.S. partners and 150,000 Euros for the EC partners. These amounts include student mobility in both U.S. and EC budgets and additional language and teaching exchange stipends in the U.S. budgets.

Student mobility stipends are normally budgeted for the second and third years at an average of \$3,000 per U.S. student and 3,000 Euros per EC student. **Student stipend money is to offset additional costs incurred traveling abroad over the costs of remaining at the home institution. It is not intended to cover all cost related to study abroad.** In allocating student stipends consortia may adjust for individual student needs and differential living costs. Allowable costs include travel, and room and board but not tuition or fees. Mobility stipends may not be used to move U.S. students within the United States or EC students within Europe.

In addition to mobility stipends U.S. consortia partners must budget \$1,500 per U.S. student for intensive language training at the home or host institution. The language stipends for U.S. students may be used for individual study or for group instruction in the United States or in Europe. In sum, a three-partner U.S. consortium should request \$63,000 for 21 mobility stipends (requests for additional stipends must be justified), \$31,500 for 21 language instruction stipends, plus direct costs for a three-year total of \$210,000.

Consortia are encouraged to consider using the European Credit Transfer System (ECTS). The European Commission makes available 4,000 Euros, allocated for the first and third years in the EC budget, to involve ECTS counselors in the projects. These counselors, whose names may be provided by the European

Commission, will undertake information, training, and evaluation tasks regarding the proper use of the ECTS system.

Consortia Preparatory Projects. It is also anticipated that a small number of one-year preparatory grants will be awarded with a limit of \$25,000 for the U.S. partners and 25.000 Euros for the EC partners. No student mobility or language stipends are included. Teaching exchange stipends may be included in the U.S. budget.

Complementary Activities. The award limit for a two-year project is \$80,000 for the U.S. partners and 80.000 Euros for the EC partners. Teaching or staff exchange stipends may be included in the U.S. budget.

8. What is the importance of the annual conference?

An important part of the EC-US Program is the annual conference for all participants in EC-US Program projects. The participation of all U.S. and EC partners at these conferences is essential because it provides the only opportunity for your consortium and both funding agencies to meet together. This conference is intended to serve as a medium where EC and U.S. project participants can meet together to share ideas on what works. It is also intended as a forum for discussion to help the EC and U.S. administrations make important decisions on how best to coordinate the program. Project partners are also given ample time during the annual meeting to work as a group by themselves as well as with their program officers. Your budget must include funding to support adequate participation in these meetings with at least one partner from each participating institution, including travel, hotel, and daily expenses.

Since the annual meetings for the EC-US Program are held jointly with the EC-Canada Program, the locations of the North American meetings alternate between Canada and the United States. The EC-US Program conference will be held in the United States in 2004, in Europe in 2005, and in Canada in 2006.

9. What is the process for submitting a proposal by April 23, 2004?

The lead institution in the United States and the lead institution in the European Union must submit the common proposal to FIPSE and DG EAC. Proposal applications not received by both agencies will not be eligible for funding. The submission date of **April 23, 2004**, applies equally to applications sent by postmarked mail, electronically, or delivered in person. Electronic application is available only for the FIPSE application.

Submission in the United States (postmarked mail, delivered in person, or electronic).

Postmarked mail: the **original and two copies** of the proposal must be postmarked no later than the submission date and sent to the address below. In the U.S. proof of mailing must consist of one of the following: (a) a legibly dated U.S. Postal Service postmark; (b) a legible receipt with the date of mailing stamped by the U.S. Postal Service; (c) a dated shipping label, invoice, or receipt from a commercial carrier; or (d) any other proof of mailing acceptable to the Secretary of Education. If possible send the application by express mail to:

EC-US Program 84.116J
U.S. Department of Education
Application Control Center, Room 3671, ROB 3
7th and D Streets, SW.
Washington, DC 20202-4725
Tel: 202-708-9493

Electronic Submission: The U.S. Department of Education is continuing to expand electronic submission of applications. If you are applying to FIPSE for the EC-US Program, you may submit your application in either electronic or paper format. Electronic application involves the use of the Electronic Grant Application System (e-Application).

If you participate in e-Application, please note the following:

- Your participation is voluntary. When you enter the e-Application system, you will find information about its hours of operation. We strongly recommend that you do not wait until the application deadline to initiate an e-Application package.
- You will not receive any additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in paper format.
- You may submit all documents electronically, including the Title Page, Project Budget, Partner Identification forms, and all necessary Assurances and Certifications.
- After you electronically submit your application, you will receive an automatic acknowledgement, which will include a PR/Award number (an identifying number unique to your application).
- Within three working days after submitting your electronic application, fax a signed copy of the EC-US Program Title Page to the Application Control Center after following these steps:
 - (1) Print the Title Page from the e-Application system.
 - (2) The institution's Authorizing Representative must sign this form.
 - (3) Place the PR/Award number in the upper right hand corner of the hard copy signature page of the Title Page.
 - (4) Fax the signed Title Page to the Application Control Center at (202) 260-1349.
- We may request that you give U.S. original signatures on all other forms at a later date.
- Closing Date Extension in Case of System Unavailability: If you elect to participate in the e-Application pilot for the EC-US Program and you are prevented from submitting your application on the closing date because the e-Application system is unavailable, we will grant you an extension of one business day in order to transmit your application electronically, by mail, or by hand delivery. For U.S. to grant this extension--
 - (1) You must be a registered user of e-Application, and have initiated an e-Application for this competition; and
 - (2)(a) The e-Application system must be unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., Washington, D.C. time, on the deadline date; or
 - (b) The e-Application system must be unavailable for any period of time during the last hour of operation (that is, for any period of time between 3:30 and 4:30 p.m., Washington, DC time) on the deadline date.The Department must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension you must contact the e-Grants help desk at 1-888-336-8930. You may access the electronic grant application at: <http://e-grants.ed.gov>

Parity Guidelines between Paper and Electronic Applications: In addition to e-Application, the Department plans to expand the number of discretionary programs using the electronic peer review (e-Reader) system and to increase the participation of discretionary programs offering grantees the use of the electronic annual performance reporting (e-Reports) system. To help ensure parity and a similar look between electronic and paper copies of grant applications, we are asking each applicant that submits a paper application to adhere to the following guidelines:

- Submit your application on 8 ½" by 11" paper.
- Leave a 1-inch margin on all sides.

- Use consistent font throughout your document. You may use boldface type, underlining and italics. However, please do not use colored text.
- Please use only black and white for illustrations, including charts, tables, graphs and pictures.
- For the narrative component, your application should consist of the number and text of each selection criterion followed by the narrative. The text of the selection criterion, if included, does not count against any page limitation.
- Place a page number at the bottom right of each page beginning with 1; and number your pages consecutively throughout your document.

Applications delivered in person: You may deliver your proposals in person to the Application Control Center at the address above between the hours of 8:00 a.m. and 4:30 p.m. (Eastern Time), except Saturdays, Sundays, or Federal holidays. Note: proposals will not be accepted after 4:30 p.m. on the submission date. **Do not mail or deliver proposals to the FIPSE office.**

For U.S. applicants seeking further information, please contact:

Frank Frankfort, Ph.D.

Coordinator, EC-US Program

Fund for the Improvement of Postsecondary Education (FIPSE)

1990 K Street, NW, 6th Floor

Washington, D.C. 20006-8544

Tel: 202-502-7513 Fax: 202-502-7877

Email: frank.frankfort@ed.gov

Submission in Europe (registered postmarked mail or delivered in person).

Postmarked mail: The EC lead institution must submit the **original and four (4) copies** of the EC application forms, common proposal, and annexes. Copies should be stapled and not bound in any way. Proposals sent by FAX will not be accepted. The common proposal submitted to DG EAC may be in any of the official languages of the European Community. All copies of supporting documents should be sent by registered mail postmarked to:

European Commission

Directorate General for Education and Culture

Directorate A--Education

Unit A/5: Tempus. Programme—Cooperation with the U.S.A & Canada

B-1049 Brussels, Belgium

Applications delivered in person: Application packets delivered in person, by an authorized representative, or by a private courier service, may be submitted to the secretariat of the above department no later than 16:00 hr. on the submission date. You should obtain a receipt as proof of submission, signed and dated by the official in the department who took delivery.

European Commission

Directorate for Education and Culture

Directorate A—Education

Unit A/5: Tempus. Programme—Cooperation with U.S.A and Canada

Rue Belliard 7, 6/06

B-1049 Brussels, Belgium

For EC applicants seeking further information, please contact:

Diego Sammaritano

Directorate General for Education and Culture

European Commission

(B7 6/06)

B 1049 Brussels

Tel: (+32 2) 299 0023 Fax: (+32 2) 295 57 19

Email: diego.sammaritano@cec.eu.int

Guidelines and Application Forms are available in Europe at:

- The Europa Server Internet Address,
http://europa.eu.int/comm/education/programmes/EC-USa/U.S.a_en.html
- The European Commission , Directorate General for Education and Culture, “Tempus Programme—Cooperation with the U.S.A and Canada,” Office B7 6/06, B-1049 Brussels, Belgium,
Fax: (+322) 295 57 19

Guidelines and Application Forms are available in the United States at:

- the FIPSE Home Page address: www.ed.gov/FIPSE.
- the U.S. Department of Education Publications Center (ED Pubs), P.O. Box 1398, Jessup, MD 20794-1398, tel 877-433-7827, fax 301-470-1244, e-mail: edpubs@inet.ed.gov. web: <http://www.ed.gov/pubs/edpubs/html>. Identify the EC-US competition as CFDA number 84.116J. Hard copies should be ordered from ED Pubs.
- Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FRS) at 1-800-877-8339 between 8:00 a.m. and 8:00 p.m., Eastern Time, Monday through Friday.

10. What are the contents of a proposal?

The U.S. lead institution and EC lead institution must submit proposals that are identical in content but differ only in application forms to FIPSE and DG EAC. You must submit an original application plus. two (2) copies for the FIPSE submission (postmarked mail and in person delivery) and an original application plus. four (4) copies for the DG EAC submission. Electronic application is available for the U.S. applicants.

1. **Title Page.** Please use the enclosed title page and refer to the corresponding instructions. In the section entitled “Proposal Abstract,” you should include the total number of EC and U.S. students studying abroad during the project. Specify whether you seek funding for a one-year consortia preparatory project, a three-year consortia implementation project, or complementary activities for two years.
2. **Table of Contents.** Develop a table of contents with pagination.
3. **One Page Summary.** This summary page should outline the key features of the project, including the total number of students from each institution being exchanged over the duration of the project. The summary should include the following items:

- Title of project (specify project format).
- Summary of program and project activities (maximum 20 lines).
- List of U.S. and EC consortium institutions or organizations.
- Number of U.S. and EC students/length of study abroad (implementation projects).
- If applicable, number of faculty exchanges for program teaching and length of stay.
- Number of planned meetings among consortia institutions and approximate locations (the annual FIPSE/DG EAC conference counts as one per year).

4. **Proposal Narrative (signed and dated).** In no more than 10 single-spaced or 20 double-spaced pages (font size 12), you should address the following subheadings that apply to your project format. Each proposal narrative must be signed and dated by the lead partners certifying a common submission.

a. **Overview of Project—All Projects**

- Describe the project's objectives and strategies for success.
- Describe the innovative elements of the project.
- Describe the added value of transatlantic cooperation.
- Describe how the project will use the partners' resources.
- Describe pre-existing links between partners (if applicable).
- Describe the expected results and outcomes.

b. **Formats and Activities—Consortia Implementation Projects**

- Describe the development of international curricula.
- Describe the strategies to integrate the curriculum into existing programs of study.
- Describe the plan to develop adequate language and cultural preparation and assessment.
- Describe the organizational frameworks for student mobility, length of study, student recruitment, agreements on tuition and credits and, internships and work placements.
- Describe the evaluation plan.
- Describe the student services to be provided at each partner institution.
- Describe the teaching exchanges related to the project (if applicable).
- Describe the use of web- and other computer-based technologies (if applicable).
- Describe how products and curricula will be disseminated and sustained.

c. **Formats and activities—Consortia Preparatory Projects**

- Describe how you plan to develop international curricula.
- Describe how your consortia will develop adequate language and cultural preparation and assessment.
- Describe how you will develop organizational frameworks for student mobility.
- Describe the development of a strong evaluation plan.
- Describe the teaching exchanges related to the project (if applicable).
- Describe how you will use computer-based technologies (if applicable).

d. **Formats and Activities—Complementary Activities**

- Describe how the project relates to the purposes of the EC-US Program.
- Describe in detail the nature and purpose of the project.
- Describe what you plan to accomplish in the proposed timeframe.
- Define your project goals and describe an evaluation plan.

- Describe the potential impact of the project for a wider group of institutions.

e. Proposal Narrative Certification—All Projects

- Both lead partners must sign and date the narrative (at the end) to certify that the same proposal has been submitted to DG EAC and FIPSE.

5. **Partner Identification Forms.** You must list contact information for each EC and U.S. partner. The EC and U.S. forms request the same information.
6. **Personnel Information.** You should clearly describe the qualifications of all key personnel related to the project. **You may attach an appendix with brief bios or resumes (limit one page). Do not submit lengthy resumes.**
7. **Budget.** The budget should follow the formats set out in the respective U.S. and EC application forms. Please use the enclosed budget form to categorize requested costs. Follow the separate instructions for the U.S. and EC budgets. For U.S. applicants the budget figures must be submitted in U.S. dollars. For EC applicants the budget figures must be submitted in Euros.
8. **Work Plan.** For the FIPSE submission, you must include a work plan (as a table or list in the narrative or in a separate appendix) listing the goals and objectives for each year of the project. For each goal and objective indicate how you will measure success and completion. For the DG EAC submission, you must use the work plan form in the EC guidelines. Both work plans must be substantially the same.
9. **Student Mobility Chart.** The student mobility chart should show the proposed transatlantic flows between each EC and U.S. institution and organization.
10. **Endorsement Letters.** You must submit letters of endorsement written by a senior executive or academic officer from each U.S. and EC partner in the consortium, indicating how this project fits within the mission and the international strategy of the institution or organization, and emphasizing what this project will add to that strategy. The letters must also include specific mention of a commitment to develop memoranda of understanding on tuition, credit recognition, and student exchanges. You may submit copies of the original letters from overseas partners. The letters of the European institutions and organizations must indicate the amount of the financial contributions each institution is willing to make in support of total project costs. Such a contribution may be in staff time.

All proposals submitted to FIPSE must include the following three appendices:

Assurances and Certifications. Please sign and submit the assurances and certifications that are found in the back of this application packet.

Intergovernmental Review of Federal Programs. This competition is subject to Executive Order 12372 and the regulations in 34 CFR 79. The objective of the Executive Order is to foster intergovernmental Federal and state communication. Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the state's process under this Executive Order. To comply with this order, you must send a copy of the proposal, with a cover note indicating that you are applying to the EC-US Program, to your state contact person or office from the list in <http://www.sheeo.org/about-sheeo/agencies.htm> Please enclose a copy of your cover note in the appendix.

Equitable Access and Participation. Section 427 of the General Education Provisions Act (GEPA) requires each applicant to include a description of proposed steps to ensure equitable access to, and participation in, this Federally-assisted program. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. You should determine whether these or other barriers may prevent your students, teachers, etc. from access or participation in this Federally-funded project or activity. You may use your institution's or organization's non-discrimination statement if that provides assurance of how you plan to address those barriers.

All proposals submitted to FIPSE must include the Government and Performance and Results Act (GPRA) indicators:

The Government Performance and Results Act (GPRA) of 1993 is a straightforward statute that requires all Federal agencies to manage their activities with attention to the consequences of those activities. Each agency clearly states what it intends to accomplish, identifies the resources required, and regularly reports its progress to the Congress. In doing so, GPRA is improving accountability for the expenditures of public funds, improving Congressional decision-making with more thorough and objective information on the effectiveness of Federal programs, and promoting a new government focus. on results, cost-effectiveness, service delivery, and customer satisfaction.

The performance indicators for the EC-US Cooperation Program are: 1) the extent to which funded projects are being replicated—i.e., adopted or adapted—among the consortium partners and by others; and 2) the manner in which projects are being institutionalized and continued after grant funding ends.

If funded, you will be asked to collect and report data from your project on these two indicators. Consequently, applicants are advised to include these two outcomes in conceptualizing the design, implementation, and evaluation of the proposed project.

For EC applicants only:

Legal Status. Documentation. Applicants that are not public organizations must prove that they are legal organizations and that they have the legal and financial capacity of carrying out the proposed project. For this purpose such applicants must submit a declaration of their honor, their profit and loss account and the balance sheet for the last financial year of which the accounts have been closed.

11. How are projects selected for funding?

For EC applicants only--DG EAC will determine the eligibility of proposals submitted in Europe prior to funding consideration. A proposal submitted in Europe will be considered ineligible if:

- it is submitted after the closing date of the call for proposals, i.e., **23 April, 2004**;
- the application form does not have the signature of the applicant;
- the activity proposed is not covered in the program;
- the proposal exceeds the maximum duration allowed;

- the applicant or one or more partners is ineligible;
- the consortium does not meet the minimum partnership requirements;
- the proposal does not contain the legal status documentation cited in section 10;
- the proposal does not contain an adequate project description;
- the applicant requests a financial contribution above the maximum as indicated in the guidelines;
- the applicant requests funding for more than 75% of the total eligible project costs.

For all EC and U.S. applicants--DG EAC and FIPSE will select projects for funding on a bilateral basis assisted by panels of independent experts. While overall attention will be paid to supporting a diverse range of institutions, the eligible proposals will be judged primarily on the basis of the following three selection criteria, weighted equally:

1. The significance of the proposed project, as determined by –

- The extent to which the proposed project involves the development or demonstration of promising new strategies that build on, or are alternatives to, existing strategies;
- The likely utility of the products (such as information, materials, processes, or techniques) that will result from the proposed project, including the potential for their being used in a variety of other settings; and
- The importance or magnitude of the results or outcomes likely to be attained by the proposed project, especially improvements in teaching and student achievement.

2. The quality of the design of the proposed project, as determined by –

- The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable; and
- The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.

3. The adequacy of resources, as determined by –

- The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project;
- The potential for continued support of the project after FIPSE/DG EAC funding ends, including, as appropriate, the demonstrated commitment of appropriate entities to such support; and
- The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project.

12. What are the requirements for the performance reports?

DG EAC and FIPSE will carefully monitor the progress of projects towards their goals through communication with their respective lead and partner institutions and through communication among themselves. Although the timing of the reporting schedule differs somewhat between DG EAC and FIPSE, project leaders from both countries are required to submit to their respective government agency performance reports on the project goals, including memoranda of agreement on credits and tuition, curricular development, student mobility, project expenditures, and a detailed plan for upcoming activities. Both DG EAC and FIPSE require a final report.

FIPSE has electronic formats for filing U.S. project descriptions, annual performance reports, and final reports. FIPSE and DG EAC will send instructions and dates for filing performance reports to the respective lead institutions or organizations.

Fulbright-European Union Scholarships

Information about the Fulbright Program may be found on the U.S. State Department site at <http://exchanges.state.gov/education/fulbright>.

Paperwork Burden Statement (U.S. applicants only)

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The valid OMB control number for this information collection is 1840-0636. The time required to complete the information collection is estimated to average 30 hours for the final proposal per response, including the time to review instructions, search existing data resources, collect the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving these guidelines, please write to: Joe Schubart, U.S. Department of Education, ROB-3, Room 5624, 7th and D Streets, SW., Washington, DC 20202-4651.

EC-US Cooperation Program in Higher Education and Vocational Education and Training
TITLE PAGE—FY 2004

This Application should be sent to:

No. 84.116J
U.S. Department of Education
Application Control Center
7th and D Streets, SW
ROB-3, Room 3633
Washington, D.C. 20202-4725

1. Application Number: _____

2. D-U-N-S Number: _____

3. Project Director (Name and Complete Mailing Address):

4. Legal Applicant (Name and Address of Institution):

Tel: _____ Fax: _____

Email: _____

5. Consortium Members:

United States Partners:

(Lead) _____

(Partner) _____

(Partner) _____

European Community Partners:

(Lead) _____

(Partner) _____

(Partner) _____

6. Project Title:

Check applicable project format: ☐ Implementation ☐ Preparatory ☐ Complementary Activities

7. Brief Abstract of Proposal (Do not exceed this space):

8. Federal Funds Requested:

1st year _____

2nd year _____

3rd year _____

Total: _____

9. Duration of Project:

Starting Date _____

Ending Date _____

Total No. of Months _____

10. Population Directly Benefiting from the Project:

11. Certification by Authorizing Official. The applicant certifies to the best of his/her knowledge and belief that the data in this application are true and correct and that the filing of the application has been duly authorized by the governing body of the applicant.

Name

Title

Signature

Date

Phone

Instructions for Completing Title Page (Form ED 40-514)

Paperwork Burden Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0636. The time required to complete this information collection is estimated to average 30 hours per response including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of this time estimate or suggestions for improving this form, please write to: Joe Schubart, U.S. Department of Education, 7th and D Streets, SW ROB-3, Room 4050, Washington, D.C. 20202-4651. If you have comments or concerns regarding the statU.S. of your individual submission of this form, write directly to: FIPSE, 1990 K Street N.W., 6th floor, Washington, DC 20006-8544.

Item 1. Application Number: Leave blank. An application number will be assigned to your proposal by the Application Control Center.

Item 2. D-U-N-S Number: D-U-N-S numbers are assigned to institutions and organizations by Dun & Bradstreet. If you do not know your D-U-N-S Number, call the toll-free telephone number maintained by Dun & Bradstreet: 800-333-0505 (Monday - Friday, 8:30 a.m. - 6:00 p.m. ET).

Item 3. Project Director: Enter the name and complete mailing address of the U.S. Project Director. NOTE: Name and address listed here will be used to mail proposal status. notifications and contact information for FIPSE staff. Be sure to include the telephone number, fax number, and email address.

Item 4. Legal Applicant: Enter the name and complete mailing address of the non-profit institution or organization that will serve as the legal applicant and fiscal agent. When more than one institution or organization is involved, enter the name of the institution or organization responsible for budget control. Official notifications of grant awards are sent to this address.

Item 5. Consortium Information: List all U.S. and EC institutions and organizations in the consortium. In addition, please fill out the identification forms that identify, for each partner institution, the project partner, the mailing address, telephone and fax numbers, and email address.

Item 6. Project Title: Provide a one-line title for your project and check applicable project format.

Item 7. Brief Abstract of Proposal: This description should be concise and confined to the space provided, but in no case should you leave this space blank.

Item 8. Federal Funds Requested: Enter the amount of Federal funds being requested from FIPSE in the first, second, and third years of the project. Under "Total" enter the total amount requested for the project.

Item 9. Duration of Project: Enter the beginning and end dates of the project. Enter the total number of months.

Item 10. Population Directly Benefiting from the Project: Please identify the number and type of students that are the focU.S. of your project by discipline or program of study.

Item 11. Certification by Authorizing Official: Enter the name, title, and phone number of the official who has the authority both to commit the organization to accept Federal funding and to execute the proposed project. Submit the original signed copy of the authorizing official's signature.

LEAD PARTNERS IDENTIFICATION FORM

Information provided in this form must be the same for EC and U.S. applications

EC Project Coordinator:

Last name, first name	
Name of institution/organization in the national language	
Name of institution/organization in English	
Department/Unit	
Type of institution/organization	
Function (or title)	
Street address Post code and town/city Country and region	
Phone (country and area code)	
Fax (country and area code)	
Email address	

U.S. Project Coordinator:

Last name, first name	
Name of institution/organization	
Department/Office	
Type of institution/organization	
Function (or title)	
Street address City/State/Zip code	
Phone (area code)	
Fax (area code)	
Email address	

EC PARTNERS IDENTIFICATION FORM

Information provided in this form must be the same for the EC and U.S. applications

Second EC Partner:

Last name, first name	
Name of institution/organization in the national language	
Name of institution/organization In English	
Department/Unit	
Type of institution/organization	
Function (or title)	
Street address Post code and town/city Country and region	
Phone (country and area code)	
Fax (country and area code)	
Email address	

Third EC Partner:

Last name, first name	
Name of institution/organization in the national language	
Name of institution/organization In English	
Department/Unit	
Type of institution/organization	
Function (or title)	
Street address Post code and town/city Country and region	
Phone (country and area code)	
Fax (country and area code)	
Email address	

The same information must be given for each additional EC partner

U.S. PARTNERS IDENTIFICATION FORM

Information provided in this form must be the same for the EC and U.S. applications

Second U.S. Partner:

Last name, first name	
Name of institution/organization	
Department/office	
Type of institution/organization	
Function (or title)	
Street address City/State/Zip code	
Phone (area code)	
Fax (area code)	
Email	

Third U.S. Partner:

Last name, first name	
Name of institution/organization	
Department/office	
Type of institution/organization	
Function (or title)	
Street address City/State/Zip code	
Phone (area code)	
Fax (area code)	
Email	

The same information must be given for each additional U.S. partner

EC-US PROGRAM--BUDGET, FY 2004*

1. Name of institution/organization _____

DIRECT COSTS REQUESTED FROM FIPSE: Check one: _____ Lead Partner _____ Subcontracting Partner

	YR 1	YR 2	YR 3	TOTAL
2. Salaries & Wages (<i>professional and clerical</i>)				
3. Benefits				
4. Travel (<i>international and domestic; teaching exchanges</i>)				
5. Supplies				
6. Consultant/subcontracts				
7. Other (<i>rental, communication, fees</i>)				
8. Subtotal of direct costs (<i>lines 2-7</i>)				
9. Indirect Costs (<i>8% of line 8</i>)				
10. Subtotal of direct and indirect costs (<i>lines 8 + 9</i>)				
11. Language Stipends (____ students x \$1500) (<i>enter only on the lead partner budget</i>)				
12. Mobility Stipends (____ students x \$3000) (<i>enter only on the lead partner budget</i>)				
13. Total FIPSE request (<i>For lead partner enter totals of lines 10, 11, and 12. and also enter on title page. For subcontracting partner enter total of line 10 here and also on line 6 of lead partner budget</i>)				

PROJECT FUNDS NOT REQUESTED FROM FIPSE (INSTITUTIONAL SUPPORT):

14. Lead partner				
15. Subcontractor (partner)				
16. Subcontractor (partner)				

*See separate instructions for lead partner and subcontracting partners.

EC-US 2004 guidelines/budget summary 2004

2004 EC-US Program--- Budget Instructions (U.S. Lead Partner/Fiscal Agent).

1. **Please fill in name of institution/organization.** Please check that this is the budget for the lead partner institution. This budget covers the whole U.S. consortium and must include totals for the U.S. lead partner plus the total of the subcontracting partners on line 6. Subcontract (partner) budgets must be submitted on separate budget forms. Enter each amount in whole dollars. Please attach a budget narrative or a spreadsheet with detailed explanations for the lead institution and each partner institution.
2. **Salaries and Wages:** Enter totals for the U.S. lead partner only.
3. **Benefits:** Enter totals for the U.S. lead partner only.
4. **Travel:** Enter travel costs for the U.S. lead partner only. There are three categories of travel: 1) the annual program meeting for all projects (in Europe or the United States), 2) individual consortium meetings (in Europe or the United States), and 3) teaching exchanges in Europe at \$3,000 per person. Determine travel costs (transportation, food, and lodging) for a minimum of one person from your institution/organization for attending the annual program meeting. In 2004 the program meeting will be held in the United States, in 2005 in Europe, and in 2006 in the United States or Canada. Travel funds for a second individual consortium meeting in the U.S. or in Europe should also be submitted for each budget year. Typically a consortium meets twice in each year of the grant—once at the annual program meeting in the Fall and again at a separate meeting for the individual consortium. A minimum of one person from each partner institution/organization should attend each of the two meetings. Stipends for teaching exchanges (a maximum \$3,000 and limited to transportation and living expenses) must be listed under travel. The name of the person and the location of the teaching exchange is not required. A minimum of one teaching exchange each year is recommended. Travel costs for consultants must be listed under the consultant line.
5. **Supplies:** Enter totals for the U.S. lead partner only for supplies such as software, printing, and copies.
6. **Consultant/subcontracts:** Enter total for consulting and evaluation. Consultant fees/travel are listed only on the U.S. lead partner/fiscal agent budget. The recommended consulting amount, including travel costs, for an implementation consortium is \$5,000 to \$7,000 over three years. You must budget a minimum of \$3,000 in year one. You may use a daily rate of \$350-\$500. Specify the number of days of service. One and two-year projects should budget accordingly. A formal evaluation plan must be submitted as part of the first annual performance report for all multi-year grants. **Totals of subcontracts and the consultant for the U.S. partners must be entered on line six (6).**
7. **Other:** Enter totals for the U.S. lead partner only.
8. **Subtotal of direct costs:** Enter totals of lines 2-7.
9. **Indirect Cost:** Indirect costs are limited to direct costs totaled on line eight (8). The U.S. Department of Education uses a training rate of 8% for grants in the EC-US Program. The 8% training rate applies to all partners in the consortium. EDGAR 75.562.
10. **Subtotal:** Enter totals of direct costs and indirect costs from lines 8 and 9.
11. **Language stipends:** Enter the number of students from all partners who will be studying abroad and the minimum stipend amount (minimum 21 students at \$1500 each.) The minimum amount budgeted must be \$31,500 and may be used in years one, two, and three. This is a “training stipend” and is restricted to student use only. Unused funds in this line may be used only for additional mobility stipends. **Language stipends are entered only on the U.S. lead partner/fiscal agent budget.** Note: Consistent with EDGAR 75.562 and 75.564, stipends are not subject to indirect cost.
12. **Mobility stipends:** Enter the number of students from all partners who will be studying abroad and the minimum stipend amount (minimum 21 students at \$3,000 each.) The minimum amount budgeted must be \$63,000 and should be

entered only for years two and three. This is a “training stipend” and is restricted to student use only. More mobility stipends may be requested but this will not increase the total amount of the grant. **Mobility stipends are entered only on the U.S. lead partner/fiscal agent budget.** Note: Consistent with EDGAR 75.562 and 75.564, stipends are not subject to indirect cost.

13.Total requested from FIPSE: Enter totals of lines 10, 11, and 12. Consortia totals may be up to \$25,000 for a one-year Preparatory project, up to \$80,000 for two-year Complementary Activities, and up to \$210,000 for a three-year Implementation project. Totals from line 13 must be listed on the application title page.

14, 15, 16. Enter the institutional support totals for each partner in the consortium

EC-US guidelines/lead budget form instructions

2004 EC-US Program---Budget Instructions (U.S. Partner/Subcontracts)

1. **Please fill in name of institution/organization.** Please check that this is the budget for a subcontracting partner. Subcontracting partner budgets must be submitted on separate forms and the totals on line thirteen (13) entered on line six (6) of the lead partner budget. Enter amounts in whole dollars. Please attach a budget narrative or a spreadsheet with detailed explanations for lead institution and partners.
2. **Salaries and Wages:** Enter the total amount for salaries and wages.
3. **Benefits:** Enter the total amount of benefits.
4. **Travel:** There are three categories of travel—1) the annual program meeting for all projects (in Europe or the United States), 2) individual consortium meetings (in Europe or the United States), and 3) teaching exchanges in Europe at \$3,000 per person. Determine travel costs (transportation, food, and lodging) for a minimum of one person from your institution/organization for attending the annual program meeting. In 2004 the program meeting will be held in the United States, in 2005 in Europe, and in 2006 in the United States or Canada. Travel funds for a second individual consortium meeting in the U.S. or in Europe should also be submitted for each budget year. Typically a consortium meets twice in each year of the grant—once at the annual program meeting in the Fall and once at a separate meeting for the individual consortium. A minimum of one person from each partner institution/organization should attend each of the two meetings. Stipends for teaching exchanges (a maximum \$3,000 and limited to transportation and living expenses) must be listed under travel. A minimum of one teaching exchange each year is recommended. The name of the person and location for the teaching exchange is not required.
5. **Supplies:** Enter totals for supplies such as software, printing, and copies.
6. **Consultant/subcontracts:** Most subcontracting partners do not use this budget line. Most consortia enter consultant costs on the lead budget only, but if a subcontractor proposes to conduct a separate evaluation, those costs may be entered here. You may use a daily rate of \$350-\$500. Specify the number of days of service. Subcontractors for one- and two-year projects may also budget accordingly for a consultant. A formal evaluation plan submitted as part of the first performance report and the reporting of results are requirements of the grant.
7. **Other:** Additional costs may be entered on this line.
8. **Subtotal of direct costs:** Enter totals of lines 2-7.
9. **Indirect Costs:** Indirect costs are limited to items totaled on line eight (8). The U.S. Department of Education uses a training rate of 8% for grants in the EC-US Program. The 8% training rate applies to all subcontracting partners in the consortium. EDGAR 75.562.
10. **Subtotal:** Enter totals of direct costs and indirect costs (lines 8 and 9)
- 11-12. **Language and Mobility Stipends:** Leave blank. These stipends are entered on the lead partner budget.
13. **Total requested from FIPSE:** Enter totals from line ten (10). The totals must be included on line six (6) of the U.S. Lead Partner Budget.
- 14, 15, 16. **Institutional Support:** Enter totals on one of the subcontractor lines.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. . . 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. . . 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. . 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. . . 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) . . 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. . . 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. . 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. . . 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. . . 276a to 276a-7), the Copeland Act (40 U.S.C. . 276c and 18 U.S.C. . . 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. . . 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. . . 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. . . 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. . . 1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. . 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. . . 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. . . 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. . . 4801 et seq.) which prohibits the U.S.e of lead- based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, □Audits of States, Local Governments, and Non-Profit Organizations.□
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Standard Form 424B (Rev. 7-97) Back

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SU.S.PENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SU.S.PENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants Policy and Oversight Staff, Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT	PR/AWARD NUMBER AND / OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

CHECKLIST FOR THE CONTENTS OF THE 2004 APPLICATION PACKAGE:

Application packages that are mailed or delivered in person must include one (1) original and two (2) copies. Each copy should be fastened (no binders or folders), have consecutively numbered pages for the entire application, and include the items below in the order listed:

- _____ Title page (signed by the authorizing official)
- _____ Table of Contents with pagination
- _____ One-page summary
- _____ Proposal narrative (signed by the lead U.S. and lead EC partners)
- _____ Budgets for lead partner and subcontracts with narratives/spreadsheets
- _____ Partner identification forms
- _____ Personnel information (limit 1 page per person)
- _____ Work plan with evaluation procedures
- _____ Student mobility chart
- _____ Signed commitment letter from each U.S. and EC partner
- _____ Signed Assurances and Certifications forms
- _____ Equitable Access statement
- _____ Copy of letter for intergovernmental review
- _____ Three additional copies of the title page

Mailing Address and date for submission:

U.S. Department of Education
FIPSE ATTN: 84.116J
Application Control Center, Room 3671, ROB-3
7th and D Streets, S.W.
Washington, D.C. 20202-4725
Tel: 202-708-9493

Remember:

Applications must be postmarked **April 23, 2004**
or delivered in person by 4:30 p.m. ET that day.